DAFR1161, Daily Payroll Control (TC 850's)

Purpose:

This report details all payroll (TC 850) transactions in AFIS including both posted transactions and errors that have not cleared yet. The posted transactions will appear the first night only. Errors will remain on the report until they have been resolved. Therefore, the report lists errors for multiple pay days. Also included is a description of the errors.

Example:

The sample DAFR1161 lists nine transactions that went on error when the system tried to process during Cycle 1. After the list of transactions, a List of Errors is provided. This describes the error codes given in the last column of the report.

The first five transactions have the error code, EDK, Comp Obj Not Incl-20. The last 4 transactions have the error code, EA6, C Obj Not in D10. For further description, refer to Screen 'S090'. Recall the error code by typing an 'R' in the Action field and 'EDK' or 'EA6' in the Keyword field. One can then determine the cause of the error. 'EDK' is due to the Comptroller Object, 6101, not being included in the Appropriation profile, 'S020', for this Appropriation. 'EA6' is due to the Comptroller Object Code, 6114, not in the Comptroller Object Code Profile, 'SD10', at the time the transactions were attempting to process.

If the error is due to insufficient cash, allotment or appropriation, immediate action is required to free up necessary monies. Contact your AFIS Agency Liaison for assistance. If the error requires correction of the transaction, as in this example, make all necessary changes on the DAFR1161. Choose one of the following methods to notify the Department of Administration/General Accounting Office - Payroll Unit.

Error Correction

- Call (602) 542-2098, identify yourself and your agency, and explain in detail what the error(s) is (are) and how the situation should be resolved.
- Fax the copies of your corrections. The fax number is (602) 542-7066. Call (602) 542-2098 first and advise DOA/GAO Payroll of the incoming fax.
- Mail the copies of your corrections to:

DOA/GAO - Payroll Unit 1700 W. Washington, Room 282 Phoenix, AZ 85007

The report sample and Field Descriptions are on the next pages.

DAFR1161 CDA USAS 01	CDA US	KS 01		:		•	NSA	SOPE	RATION	USAS OPERATIONS CONTROL		**************************************	acy NUMBER	CDA
08/23/96 (10.00) CYCLE 2045 ***** 09/01/95 (SYS MGMT EFFFCTIVE DATE)	(10.00 (SYS M	CYCLE	2045 CTIVE	DATE)			AILT	7 + + + + + + + + + + + + + + + + + + +		VAILY PATRULL CONTRUL (ICEBO'S)	00.77	DALET PATRILL GUN RUL (10850'S) ************************************	PAGE	c

PAY END DATE	COBJ	COBJ INDEX	PCA	GRANT PH AGY DATE TYP NO SEQ	γĠ	AGY DATE TYP NO SEQ	3ATCH* TYP	S	ĒQ	DOC NO R	POSTED AMOUNT	POSTED ************************************	YSTEM************************************	s
- - - - - - - -														
08/30/82	6101	10320	31300		CDA	CDA 08/30/95 9 001	35 9.0		00004	1000000			EOK	
08/30/95	6101	10320	31300		QQ CD	08/30/82 8	95 9 0	-	60000	3000001		800.00 EC	žć.	
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08/30/32	6101	10320	31300		CDA	08/30/95 9	35 9 0	8	2000	3000001		532.00 EC	Ž	
08/30/82	6114	10320	31300		CDA	08/30/95	0	8	2000	3000002			EAG	
08/30/95	6114	10320	31300		VQ0	08/30/95	0	888	- 60000	3000002		111.00 EA	EAG	
08/30/95	6114	10320	31300			08/30/95 9	35 9 0	8	00007	3000002		326.00 EA	EAG	
08/30/82	6114	10320	31300		VQ5	08/30/85 9	95 9 0		90004	30000002		123.00 E/	EA6	
								ב	ST OF	LIST OF ERRORS				
EDK CO	MP 08J	COMP OBJ NOT INCL-20	17-20	EAG	C 08	C 08J NOT IN D10	1N D10							

Field Descriptions:

Pay End Date Pay period ending date.
Cobj The comptroller object code.

Index Identifies certain accounting elements in AFIS. Is used to infer

the organizational structure.

PCA The *Program Cost Account* is used to infer the program structure.

Grant Ph The grant number and phase.

Batch Agy
Date
The batch agency.
The batch date.
Typ
The batch type.
No
The batch number.

Seq The batch sequence number.

Doc No The transaction and line number.

R Indicates whether the transaction is to have a *reverse* accounting

impact (e.g., credit cash instead of debiting cash). Valid codes are:

R = Transaction reversed

Blank = Not applicable

Posted Amount The amount of the line of the transaction that was posted.

In System Amount The amount of the line of the transaction that went on error.

Error Codes Codes for description of error. Up to 3 may be given.

DAFR2011, Batches to be Deleted

Purpose: This control report identifies batches in AFIS that have been deleted

during the job run. These batches were marked by the user for deletion.

This report is run daily during Cycle 1.

Example: The

The sample report lists three deposit batches. The batch sequence number '00000' denotes the deletion of the batch header. This line also identifies the total number of lines and total dollar amount of the batch. The subsequent records provide a breakdown of the transactions that were deleted within the batch by sequence number. The first batch's sequence '00000' does not list the count that was deleted because the batch header had '0' count and '0' amount entered. The second batch's sequence 00000 does have the count and amount because this information was entered. The third batch does not have sequence '00000'. This is because only one line of the batch was deleted; the rest of the batch processed.

It is essential to remember that only those transactions that were in edit mode '0,' '1,' or '3' prior to deletion will show on this report. Transactions entered in edit mode '2' that were deleted will not be shown on this report due to the posting to the financial tables on-line in a real-time mode.

The report sample and Field Descriptions are on the next pages.

DAFR2011 CDA USAS O1	***** TEST AGENCY	BENCY		•		ě
08/23/96 (09.31) CYCLE 2043 08/31/95 (SYS MGMT EFFECTIVE	DATE)	ATCHE	0 L S	USAS BATCHES TO BE DELETED REPORT	P O R T AGCY PAGE	5
11020 COUNT	AMOUNT	USER ID	TRAN CD	HESSAGE		
CDA 18950830200100000 CDA 19950830200100001 CDA 19950830200100002	0.00 A 236.00 A 3,621.00 A	ADOOOSO ADOOOSO ADOOOSO				
CDA 18950830200200000 1 CDA 19950830200200001	1,232.00	1,232.00 ADDOOSO 1,232.00 ADOOOSO				
CDA19950830201500002	6,257.00 ADOCOSO	AD00050		•		

Field Descriptions:

1...10...20 Identifies the batch as follows:

Fields 1-3 = Batch Agency

Fields 4-11 = Batch Date (YYYYMMDD format)

Field 12 = Batch Type Fields 13-15 = Batch Number

Fields 16-20 = Batch Sequence Number

Count The number of Accounting Events Records (AER) in the batch.

Amount The total dollar amount of the batch or AER.

User ID The User ID of the person who deleted the transaction batch.

Tran CD The Transaction Code (currently not being used).

Message Field (currently not being used).

DAFR2021, Batch Document Tracking Update

Purpose:

This control report is a summary listing of high level errors for batches and documents submitted via interface. It shows rejected batches and/or documents for duplications. It also displays batches and/or documents held due to being out of balance. The batches and documents being held will go to the IT File, but the rejected ones never make it to the system. 'Batch Held' errors, such as 'Out of Balance,' are available for inquiry on the 'D' menu. "Batch Rejected" errors are purged and cannot be found on AFIS. These rejected records are not registered by AFIS and do not appear on any other report. This report is run daily during Cycle 1 and 2.

Example:

The sample report lists two lines for one record. The first line of the report shows the error. The second line shows the detail of this batch that has been rejected. After the error message, "Doc Rej" or "Batch Rej", the report then gives the reason for the rejection. In this example, 'Batch Rej-ID Not Unique.' Keep in mind, these rejected batches and documents are not entered into AFIS and cannot be found on any other report.

The report sample and Field Descriptions are on the next pages.

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE D-25	DATE 04/04/01
SUBJECT: RECONCILIATION: DAILY				

DAFH6930 AAA PAY 65 CM 97 CYCLE: 09/13/96 00:08 1761. CFY:	97 CFM:	() 03 LCY: 96) () (36 LCM: 01 F	() () () () () () () () () ()	_	RUN DATE: 09/15/96 TIME: 14:01:20	4:01:20 USAS
PERCENT OF YEAR ELAPSED:	PSED: 25%	PAYROL PAY P	TEST AGENCY AYROLL RECONCILIAN PAY PERIOD END DA	TEST AGENCY (CDA) PAYROLL RECONCILIATION BY INDEX PAY PERIOD END DATE 09/06/96	×	PROD R	PROD REGION
FUND DBJECT	1000 GENERAL FUND 6000 PERSONAL SERVICES			EM (EDIT MODE) EM (EDIT MODE) EM (EDIT MODE)	O = NO VALID 1 = DNLY VAL 3 = TRANSACT	EM (EDIT MODE) O = NO VALIDATION DE BALANCE EDITS VET PERFORMED EM (EDIT MODE) 1 = DNLY VALIDATION EDITS YET PERFORMED EM (EDIT MODE) 3 = TRANSACTION ON ERROR	YET PERFORMÉD RMED
INDEX PCA GRANT	TOTAL COBJ POSTED IN SYSTEM TOTAL TOTAL TOTAL TOTAL THOSEX PCA GRANY PH DESCRIPTION COBJ ANT	COBJ	POSTED AMOUNT	IN SYSTEM AMOUNT EM	TOTAL COBJ AMT	GRANT/PH PCA AMOUNT AMOUNT	INDEX T AMOUNT
10000 10000	BASE SALARY	6011	148,829.04	8.	148,829.04		
	OVERTIME	6015	8.	212.91	212.91		
	ELECTED OFFICIALS	6051	34,056.57	8	34,056.57	183,098.52 183,098.52	2 183,098.52
*TOTAL OBJECT 6000	PERSONAL SERVICES						183,098.52
DAFREGIO AAA PAY 65 CH 97 CYCLE: 09/13/96 00:08 1761 CFY:	5 CH 97 () 38 1761 CFY: 87 CFM: 03 LCY: 86	~; _}		() () () () () () () () () ()	^	RUN DATE: 09/15/86 TIME: 14:01:20	:01:20 USAS
PERCENT OF YEAR ELAPSEO: 25%		•	TESTAGI AYROLL RECONCI PAY PERIOD ENC	TESTAGENCY (CDA) PAYROLL RECONCILIATION BY INDEX PAY PERIOD END DATE 09/06/96			PROD REGION
FUND	AL FUND			EM (EDIT MODE) EM (EDIT MODE) EH (EDIT MODE)	O - NO VALID 1 - DNLY VAL 3 - TRANSACT	EM (EDIT MODE) O - NO VALIDATION OR BALANCE EDITS YET PERFORMED EM (EDIT MODE) 1 - ONLY VALIDATION EDITS YET PERFORMED EM (EDIT MODE) 3 - TRANSACTION ON ERROR	ET PERFORMED
INDEX PCA GRANT PH DESCRIPTION		COBU	POSTED AMOUNT	IN SYSTEM AMOUNT EM	TOTAL COBJ AMT	IN SYSTEM TOTAL GRANT/PH PCA INGE AMOUNT EM COBJ ANT AMOUNT AMOUNT	INDEX AMDUNT
10000 10000		6111	12,801.65	8.	12,801.65		
	BASIC LIFE	6114	93.38	8.	93.38		
	LTD FOR RETIRE SYSTEMS	6115	147.50	8.	147.50		
	LTD FOR ASRS MEMBERS	6116	700.15	8.	700.15		
	UNEMPLOYMENT COMPENSATI	6117	372.59	8.	372.59		
	WORKER'S COMPENSATION	6119	384,36	8.	384.36		
	ELECTED OFFICALS	6151	1,045.48	8.	1,045.48		
	STATE EMPLOYEES	6155	4,575.44	8.	4,575.44	20,120.55 20,120,55	20,120.55
*TOTAL 08JECT 6100	ERE						20,120.55
+TOTAL FUND 1000	GENERAL FUND						203,219.07
*TOTAL AGENCY CDA	TEST AGENCY						203,219.07

Field Descriptions:

Trans ID The identifying number of the batch, consisting of the batch agency, the

batch date, the batch type, the batch number, and the batch sequence

number.

Document ID The identifying number of the document, consisting of the agency code,

the

document number, and the fiscal year.

Appr/Fund

Not used.

Entered:

Count The total number of Accounting Event Records (AER) entered for the

batch.

Amount The total dollar amount of the document entered for the batch or the batch

total amount (for batch sequence number "00000").

Computed:

Count The total number of AERs computed by AFIS for the batch.

Amount The total dollar amount of the document computed by AFIS for the batch

or the computed batch total amount (for batch sequence number "00000").

Message The error message relating to batch or document.

DAFR2151, USAS ERROR REPORT

Purpose:

This control report is a detail listing of batch transactions that AFIS identified with Fatal errors (i.e., 'F' or 'E' errors) or Warning errors (i.e., 'J' and 'K' errors). Accounting Event Records (AER) that list Warning messages are posted to the General Ledger and are also listed on the DAFR2261, Daily History Detail Report. This report runs daily during Cycle 1 and Cycle 2. Cycle 2 differs from Cycle 1 in that it only contains system generated transactions.

Example:

A sample of both Cycle 1 and Cycle 2 of DAFR2151 are given. The last page of each report gives a List of Errors, which describes the error codes given in the last column of the previous pages. In our sample, the List of Errors is attached to the bottom of the report. There is a black solid line separating the two pages in the sample. For further description of the error code, refer to Screen 'S090'. Recall the error code by typing an 'R' in the Action field and 'XXX' (the error code) in the Keyword field. One can then determine the cause of the error.

It is essential to realize the difference between errors that begin with a 'K' and those that begin with an 'F'. Cycle 2 of this sample shows a 'K29' error. It is possible to receive an 'F29' error as well. Both are very similar. The error is defined as "Cum Agy Budt Overexp". As Screen 'S090' describes, these errors mean that each transaction would cause the agency budget available to be negative. Error 'K29' is a warning that the transaction did process but caused the budget to be negative. However, error 'F29' is a Fatal error (it starts with an 'F'); therefore, the transaction can not process until there is enough agency budget available to keep the budget in the positive. To distinguishing between the two errors, look at the first letter of the error code, and refer to the discussion above regarding Fatal and Warning errors.

The report samples and Field Descriptions are on the next pages.

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE D-28	DATE 04/04/01
SUBJECT: RECONCILIATION: DAILY		l		

PH VERDOR NO/HC REF DOC/SFX H TRANS ANDUNIN R PDT R 08/29/95 222 CDA 96 15000 10321 6471 123.02 R 08/29/95 222 CDA 96 15000 10321 6471 123.02 R 08/29/95 222 CDA 96 15000 10321 6436 1000 08/30/95 850 CDA 96 31300 10320 6101 331.00 08/30/95 850 CDA 96 31300 10320 6101 3326.00 08/30/95 850 CDA 96 31300 10320 6101 326.00 08/30/95 850 CDA 96 31300 10320 6114 330.00	001/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT R PDT 201/PH VERDOR NO/HC REF DOC/SFX H TRANS ANDURIT	(09.34) CYCLE 2C	85	08/22/88 (09.34) CYCLE 2043	171374 1731		USAS ER	808	EPORT							USAS ERROR REPORT AGGY PAGE NOT PAGE NOT PAGE NOT PAGE	ş - 4
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AFIS AFIS	CHAPTER VII	SECTION	PAGE D-29	DATE 04/04/01
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SUBJECT: RECONCILIATION: DAILY				

DAFR2151 CDA USAS OF	15 01		TEST AGENCY	TACASA BOBBS SASII	2 RFP.08	Ě					ADCY NUMBER	C0 4	
08/23/96 (09.55) CYCLE 2044 **** 08/31/95 (SYS MGMT EFFECTIVE DATE)	CYCLE ;	148		DATE)					•		RUN PAGE	-	
DOCUMENT #/SFX DOC AQ		APPN# VENDOR	ANSACTION ID DMI Grant#/Ph Proj#/Ph Name	RANSACTION ID DMI EFF DATE TG GRANT#/PH PROJ#/PH VENDOR NO/MC I NAME		AGY AY PCA Ref DOC/SFX	x	INDEX COBJ TRANS	AOBJ Amount	FUND R POT	ERROR CODES		
W950831R 001	V QD	10000 8 W 89/11/80 VOO01	597 '00001 810000 85	08/31/95 36	380 CDA 264	CDA 96 91000 26483200 001		10004 7101	326.15	0001	K29		
W950831R 002	CDA	CDA 08/31/85 W 587 00002 10000	587 00002 810000 95	08/31/95 3E	380 CDA 264	CDA 96 81000 26493200 002	00 10004	1101	625.00	9	× %		
W850831R 003	COA	CDA 08/31/95 W 597 00003 10000 810000	810000 85	08/31/85 36	380 CDA 264	CDA 86 91000 26493200 003	00 10004	1101	12.00	000	ж 23		
V950831R 004	, C0 4	CDA 08/31/85 W 587 00004 10000 810000	597 00004 810000 85	08/31/95 36	380 CDA 264	CDA 96 91000 26493200 004	10004	4 7101	11.27	000	K29		
W850831R 005	V CD V	CDA 08/31/85 W 587 00005 10000	810000 85	08/31/86 :380		CDA 96 81000 26483200 005		10004 7101	98.49	5	K28		
DAFR2151 CDA USAS O1 08/23/96 (09.55) CYCLE 2044 ******	NS OF CYCLE ?	2044	••••• TEST AGENCY	***** TEST AGENCY USAS ERROR REPORT AGCY FAGE PAGE PAGE PAGE PAGE PAGE PAGE PAGE P	REPOR	L.					AGCY NUMBER AGCY PAGE	00 V V V V V V V V V V V V V V V V V V	
росимент #/SFX вос Aa	DOC 40	TRANSACTION ID DMI EFF DATE TC APPH GRINTS/PH PROJE/PH VENDOR NO/MC VENDOR NAME	IANSACTION ID DMI Grint#/PH Proj#/PH Name	II EFF DATE TO VENDOR NO/MC		AGY AY PCA Ref DOC/SFX	×	X COBJ TRANS	INDEX COBJ AOBJ FUND TRANS AMOUNT R	FUND R POT	ERROR CODES		
				LIST OF ERRORS	ERRORS	,							
K28 CUH /	CUM AGY BUUT UVEHEN	UVEREXP											

Field Descriptions:

Top Line:

Document #/Sfx The transaction and line number.

Doc Agy The agency responsible for preparing the document.

Trans ID The identifying no. of the batch, consisting of the batch agy, the

batch date, the batch type, the batch no., and the batch seq. no.

DMI The *Disbursement Method Indicator*. This field is used to identify

how warrants will be disbursed. Valid codes are:

E = Expedite M= Manual-system will not generate warrant

H = Hold R = Release (Default)

Eff Date Indicates the month and year the transaction posts.
TC The identifying *transaction code* for this document.

AGY The agency code.

AY The appropriation year.

PCA The *Program Cost Account* is used to infer the program structure. Index Identifies certain accounting elements in AFIS. Is used to infer the

organizational structure.

COBJ The comptroller object code.

AOBJ The agency object code. (If used by the agency)

Fund The agency fund code.

Error Code Code for description of error.

Bottom Line:

Appn# The appropriation number.

Grant#/Ph The grant number and phase.

Proj#/Ph The project number and phase.

Vendor No/Mc The vendor number and mail code.

Ref Doc/Sfx The encumbrance or accounts receivable document number and

line referenced by the current document.

M The *Modifier* code that indicates if the trans. is intended as a full or

partial liquidation of the reference document. Valid codes are: F = Final liquidation A = Activate a previously closed document

P = Partial liquidation Blank = Not applicable C = Close a doc. to preclude further posting

Trans Amount The amount of the transaction line.

R Indicates whether the transaction is to have a reverse accounting

impact (e.g., credit cash instead of debiting cash). Valid codes are:

R = Transaction reversed Blank = Not applicable

PDT The Payment Distribution Type indicator. This field identifies how

payments are to be generated for the vendor (one warrant per claim

or combined across documents/funds). Currently, the

default is 'R', which will not combine documents or funds to

produce a warrant.

Vendor Name The name of the vendor associated with the claim.

DAFR2261, Daily History Detail Report

Purpose: This control report is a detail listing of all transactions posted to the

History File. It is generated during Cycle 1 and Cycle 2. The Cycle 1 report lists all posted transactions which **do not** have system generated transactions (i.e., transfers). Cycle 2 lists all posted transactions which **do** have system generated transactions (i.e., claims). It will even contain

those transactions that had Warning Messages on DAFR2151.

Example: Samples are given of both Cycle 1 and Cycle 2. Cycle 1 shows all

transactions that posted to history, except claims. Claims and their system generated payment (Type W - Warrant) are on the Cycle 2 report. If the claim is waiting for cash (Status of 'P' with EM '2' or '4'), it will not be

on this report. Of course, it also keeps the warrant from producing.

The report samples and Field Descriptions are on the next pages.

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE D-32	DATE 04/04/01
SUBJECT: RECONCILIATION: DAILY				

DAFR2261 CDA USAS O1	****	USAS OPE	USAS OPERATIONS CONTROL	•	**************************************	CDA
08/23/96 (09.36) CYCLE 2043 ***** 08/31/95 (SYS MGMT EFFECTIVE DATE)	DA ************************************	ILY HISTOR	DAILY HISTORY DETAIL REPORT :	***********	DAILY HISTORY DETAIL REPORT : ************************************	-
VENDOR ND/HC VENDOR NAME	EFF DATE AY TC R AGY PCA IRS INVOICE #	AGY PCA	INDEX APPN# FUND C INV DATE AGY CUR DO	OBJ AOBJ PROJ #/PH C/SFX REF DOC/SFX	INDEX APPN# FUND COBJ AOBJ PROJ #/PH GRANT#/PH GL AGY OL MPCD INV DATE AGY CUR DOC/SFX REF DOC/SFX M WARR ND PDT FO TRANS AMOUN	MPCD S AMOUN
CDA 08/29/85 2 002 00001 AD00050 08/29/85 96 190	08/29/85 96 190	CDA 15000	CDA 15000 10004 15000 1000 4011 CDA D0000002 001	011 02 001	10.01	10,000.00
CDA C8/30/95 G 002 00001 AD00050 08/30/95 86 407	08/30/95 96 407	CDA 84501	CDA 84501 10322 90000 2000 4111 CDA 60000002 001	111 52 001	845000 84	600.00
CDA 08/30/95 G 002 00002 AD00050 08/30/85 86 408	08/30/85 86 408	CDA 84501	CDA 84501 10322 90000 2000 4113 CDA G0000002 002	113 02 002	845000 84	600.00
CDA 08/30/95 2 004 00001 AD00050 08/30/85 96 180	08/30/85 96 180	CDA 84501	CDA 84501 10322 90000 2000 4111 CDA D3262301 001	111	845000 84	123.00
CDA 08/30/85 2 004 00003 AD00050 08/30/85 86 180	08/30/95 96 180	CDA 84501	CDA 84501 10322 90000 2000 4111 CDA D0262301 001	111	845000 84	321.00
CDA 08/30/95 2 015 00001 AD00050 08/30/95 96 180	08/30/85 86 180	CDA 84501	CDA 84501 10004 80000 2000 4111 CDA D1111122 001	111	845000 84	365.00
CDA 08/30/95 2 015 00003 AD00050 08/30/95 96 180	08/30/95 96 180	CDA 84501	CDA 84501 10004 80000 2000 4111 CDA D1111122 003	111 22 003	845000 84 3,	3, 125.00
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AFIS REFERENCE GUIDE	V 11	2		04/04/01
SUBJECT: RECONCILIATION: DAILY				

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DATE)		XXX OB/29/	XX 08/29/	050 08/30/ ERY STORES	020 08/30/ ATEVIDE VEN	/0c/80 oso	050 04/30/ ENTERED DN	050 08/30/ ENTERED ON	050 08/20/1 ENTERED DN 3	050 08/30/1 ENTERED ON 3	350 08/30/9 ENTERED ON 9	7 X Y W 08/31/9	00002 SYSTPAYN 08/31/85	00003 SYSTPAYM 08/31/85	8/16/80 MXY.	47H O8/31/8	1	ATE)	10 EFF DATE	18/1C/80 KXY	AYN 08/31/8:	18/10/80 HXN	174 OB/31/89	74 08/31/8S
SALIDIAN SISTEMAN ELECTIVE	"TRANS ID"" USER ID NO/HC VEHOOR NAME	SHERATON (S	ENTRAL GRO	25 COCOT ADOC CENTRAL GROC	SHERATON (S)	4 224 00001 AD00050 001 JUHN SHITH	4 88% 07001 AD00050 08/30/95 96 OO! VENDOR HANE ENTERED ON SC 1	4 888 00001 AD00050 08/10/95 86 222 001 VENDOR MANE ENTERED ON SC 1	4 888 00003 AD00050 08/20/85 96 222 001 VENDOR HANE ENTERED ON SC 1	COOST ADDOOSO 08/30/85 86 222 COST VENDOR NAME ENTERED ON SC 1	4 888 00005 AD00050 08/30/85.86 222 001 VENDOR NAME ENTERED ON SC 1	7 00001 5751	7 0000 575T	T 0000 SYSTE	7 00004 SYSTI	7 0000 syst <u>ı</u>	 =	FFECTIVE D	ENDOR NAME	90006 57579	00007 SYSTPAYN 08/31/85		00009 SYSTPAYH 08/31/85 96 380	00010 SYSTP
	VENDOR NO/HC	DA 08/29/95 4 268 00001 AD00050 08/29/95 10000000001 001 SHERATON (STATEWIDE VENDO	COA 08/29/95 4 269 00002 AD00050 08/29/95 96 222	CDA 08/30/95 4 003 00001 AD00050 08/30/95 96 215	CDA 08/30/85 4 008 00001 AD00050 08/30/85 98 10000000001 001 SHERATON (STATEWIDE VENDO 1	CDA 08/30/85 4 22 222222222 001	DA 08/30/95 4 88 111222333 001	111222333 001			0A 08/30/95 4 88 111222333 001	COA O8/31/85 M 587 COOO! SYSTPAYM O8/31/85 86 380	08/31/95 ¥ 597	COA 08/31/85 V 597	CUA UE/31/85 W 587 00004 SYSTPATM 08/31/85	CDA 08/31/85 V 587 00005 SYSTPAYH 08/31/85	DAFR2261 CDA USAS 01	04/37/85 (04.35) CYCLE 304 04/31/85 (373 MGMT EFFECTIVE DATE)	VENDOR HG/HC VENDOR NAME	>	>	185 A 58/16/80 VO	/85 A 58/17/	CUA 08/31/85 V 597 00010 SYSTPAYM 08/31/85 S6 380
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Field Descriptions:

Index

Top Line:

Trans ID The identifying number of the batch, consisting of the batch

agency, the batch date, the batch type, the batch number, and the

batch sequence number.

User ID The identifying code for the user entering the document.

Eff Date Indicates the month and year the transaction posts.

AY The appropriation year.

TC The identifying *transaction code* for this document.

R Indicates whether the transaction is to have a *reverse* accounting

impact (e.g., credit cash instead of debiting cash). Valid codes are:

R = Transaction reversed

Blank = Not applicable

AGY The agency code.

PCA The *Program Cost Account* is used to infer the program structure.

Identifies certain accounting elements in AFIS. Is used to infer the

organizational structure.

Appn# The appropriation.
Fund The agency fund code.
COBJ The comptroller object code.

AOBJ The agency object code. (If used by agency)

Proj#/Ph The project number and phase. Grant#/Ph The grant number and phase.

GL/Agy GL The general ledger account number and agency general ledger

account number.

MPCD The *Multi-Purpose Code*. It can be used in one of three different

ways. It can be a six digit code used in automated transactions. For this purpose, the first three (numeric) digits represent the Vendor Mail Code of the paying agency, and the last three (alpha) represent the Doc/Batch agency designated for receiving the money. MPCD can also be a one digit character used in identifying how allotments should be generated (i.e., Q = Quarterly, or M = Monthly). Furthermore, the MPCD can be a field used by the agency to provide additional information the was

not provided in any other fields.

Bottom Line:

Vendor No/Mc The vendor number and mail code.

Vendor Name The name of the vendor associated with the claim.

IRS Box number on 1099 Form.

Invoice # The identifying number of the vendor's claim.

Inv Date The date of the vendor invoice.

Field Descriptions continued:

Agy The agency code recorded on the document

Cur Doc/Sfx The transaction and line number.

Ref Doc/Sfx The encumbrance or accounts receivable document number and

line referenced by the current document.

M The *Modifier* code that indicates if the trans. is intended as a full or

partial liquidation of the reference document. Valid codes are:

Blank = Not applicable F = Final liquidation P = Partial liquidation

A = Activate a previously closed document

C = Close a document to preclude further posting

Warr No The identifying number of the warrant issued for the claim.

PDT The Payment Distribution Type indicator. This field identifies how

payments are to be generated for the vendor (one warrant per claim or combined across documents/funds). Currently, the default is 'R', which will not combine documents or funds to produce a warrant.

FO The Fund Override code indicates whether fund control edits have

been overridden. Valid codes are:

W = Fund Override

Blank = No Fund Override

Trans Amount The amount of the transaction line.

DAFR2521, Daily Reconciliation Report by Batch ID

Purpose:

This control report provides a summary of all batches that were entered into the system during each Cycle and the outcome of each batch during that cycle. It identifies all the Batch information and sorts by the Batch ID.

Example:

The samples of DAFR2521 list all batches that attempted to process during Cycle 1 and Cycle 2. The Input column shows the number of lines and total dollar amount of each batch divided into 'Read From IT' column, which contains those transactions that were put in the system by the user and 'Read From Interface', which contains those transactions that were generated by the system automatically or from Agency Interface. The Output column is also separated into two important columns: 'Posted to History' and 'New IT File'. 'Posted to History' lists batches that have posted to the History File. 'New IT File' lists the batches that did not completely process.

Claims that end with Status of P and EM of '2' or '4' in the 'Output, New IT File' of Cycle 1, will then go to Cycle 2 to attempt payment processing. These transactions will begin in the 'Input, Read from IT' column in Cycle 2 along with other system generated transactions.

The report samples and Field Descriptions are on the next pages.

DAFR2521 CDA USAS O1 O8/23/96 (09.39) CYCLE 2043 O8/31/95 (SYS MGMT EFFECTIVE	DATE	***** TEST AGENCY DAILY RECONCILIATION REPORT BY BATCH ID AGCY PAG ************************************	Y RECONCILIAT ********	AGENCY DAILY RECONCILIATION REPORT BY BATCH ID	TCH 1D	* * * * * * * * * * * * * * * * * * *	**************************************	AGCY NUMBER CDA AGCY PAGE 1 RUN PAGE 17	
BATCH 10 S EM	RECOUNT	READ FROM IT AMOUNT	INPUT	OUTREAD FROM INTERFACE COUNT AMOUNT	POSTED COUNT	POSTED TO HISTORY NEW IT F	OUTPUT NEW IT COUNT	NEW IT FILE AMOUNT S EM	
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TOT REJ FROM DAFM202		20 23,721.43	. 43						

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AFIS REFERENCE GUIDE	VII	2	D-38	04/04/01
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TOT DEL FROM DAFM201/DAFM206

TOT REJ FROM DAFM202

Field Descriptions:

Batch ID The identifying number of the batch, consisting of the batch

agency, the batch date, the batch type, and the batch number.

S The *Status* of batch. The following are possible status:

R = Release H = Hold D = Delete

A = Approval Required

P = Posted

EM The *Edit Mode* of the batch. The following are possible EM: 0

Data is not edited or posted during on-line processing. Posting to the financial tables occurs during Input Edit Update (IEU) each

evening.

'1' Data is edited against the profiles during on-line processing but not posted to the financial tables. The posting happens during the nightly IEU.

'2' Data is edited against the profiles and posted to the financial table in the on-line mode.

'3' Data that was originally entered in Batch Edit Mode 0 or 1 but an error was detected during IEU.

'4' Data is valid but not posted to the history file as in the case of a warrant not issued.

Input:

Read From IT

Count The number of lines within the batch that the system read from the

IT File (Internal Transaction File - 'S053' Screen).

Amount The total dollar amount of the batch that the system read from the

IT File (Internal Transaction File - 'S053' Screen).

Read from Interface

Count The number of lines within system generated and agency interface

batches that the system read.

Amount The total dollar amount of lines within system generated and

agency interface batches that the system read.

Output:

Posted to History

Count The number of lines within a batch that posted to the History File.

Amount The total dollar amount of a batch that posted to the History File.

Field Descriptions continued:

New IT File

Count The number of lines within the batch that returned to the IT file

because they did not post to the History File.

Amount The total dollar amount of the batch that returned to the IT file

because they did not post to the History File.

S The *Status* of batch. Refer to above for valid status codes.

EM The Edit Mode used after the system successfully/unsuccessfully

processed the batch. Refer to above for valid EM codes.

Tot Del From

DAFM201/ Total transactions (EM '0,' '1,' or '3') deleted during

DAFM201

DAFM206 and rejected during DAFM206. DAFM201 is the deletion of all

EM '0,' '1,' or '3' transactions. DAFM206 checks the interface

transactions for no duplicating of document numbers.

Tot Rej From

DAFM202 Total transactions that rejected during DAFM202. DAFM202

checks to make sure the document number and batch number are

unique during interface. If not, they are rejected.

DAFR3651, Warrant Register by Agency Report

Purpose: This control report provides a detail listing of warrants generated during

payment processing by warrant type (Arizona only uses Type 060, Bills). It provides a cross reference listing of document IDs and warrant numbers

by fund. This report is run daily in the payment processing.

Example: The sample DAFR3651 report lists 4 warrants that were generated. The

report is sorted first by the warrant type (i.e., 060 - Bills), then by fund, and then by document number. Note: When the PDT (Payment Distribution Type) in the claim is other than the default ('R'), it is important to notice that the document and fund may not be shown on this report. For example, if the PDT is 'RD' on the claim, the document number will not be shown on DAFR3651 because the PDT 'RD' combines documents within a fund or document agency to produce one warrant. Similarly, if the PDT is 'RF', neither the document number nor the fund number will be shown on DAFR3651 because the PDT 'RF' combines

documents and funds within a single document agency.

The report sample and Field Descriptions are on the next pages.

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DAFR3651 CDA USAS O1	****	TEST AGENCY	SIGNIS ()) 医多种毒素毒素毒素毒素毒素毒素毒素毒素	6
08/23/96 (09.44) CYCLE 2044 **** 08/31/95 (SYS MGMT EFFECTIVE DATE)	**************************************	MARRANT REGISTER BY AGENCY REPORT G#***********************************	AGCY PAGE AGCY PAGE AGCY PAGE AGCY PAGE	
WARRANT TYPE 060 BILLS	****	S.		4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
APFD FUND DOC NO FY ESN	VENDOR NO / MC	FY ESN VENDOR NO / MCVENDOR NAME/ADDRESS WARR NO WARR DT WARR AMT	WARR NO WARR DT WARR AMT	IMT
1000 26493200 96	111222333 001	VENDOR NAME ENTERED ON SCREEN 5150 FIRST LINE ADDRESS SECOND LINE ADDRESS FUNRTH LINE ADDRESS SCOTTSDALE AZ 85000	215000425 08/31/95	1,072.91
*FUND 1000 GENERAL FUND				1,072.91
1200 2TRACKIN 96	222222222 001	JOHN SMITH 5000 WATT AVENUE SACRAMENTO CA 95818	215000426 08/31/95	1,000.00
1200 23456789 96	1111111111 001	CENTRAL GROCERY STORES 1212 HOWE AVENUE SUITE 2626 VANCOUVER, B.C. XX 12345	215000427 08/31/95	5,623.00
*FUND 1200 AGENCY COLLECTION	STION		Φ	6,623.00
2000 20000269 96	1111111111 001	CENTRAL GROCERY STORES 1212 HOWE AVENUE SUITE 2626 VANCOUVER, B.C. XX 12345	215000428 08/31/95	326.00
*FUND 2000 - FEDERA	- FEDERAL GRANTS			326.00
*WARR TYPE 060 BILLS			۵	8,021.91
*AGENCY CDA TEST AGENCY			8	8,021.91

Field Descriptions:

Warrant Type Indicates the code and description of the warrant.

APFD Left blank.

Fund The agency fund code.

Doc No The identifying number of the claim document associated with the

warrant.

FY The last two digits of the state fiscal year. ESN This field is not used by the State of Arizona.

Vendor No/Mc The vendor number and mail code.

Vendor Name/Address The name and address of the vendor receiving the warrant.

Warr No The identifying number of the warrant generated.

Warr Dt The date the warrant was issued.

Warr Amt The total dollar amount of the warrant.

DAFR4441, Fixed Asset Suspense Activity

Purpose:

This control report is a summary listing of all fixed asset claims that were processed that day. It identifies errors in the transactions during the matching process prior to posting to Property/Financial Files. Normally, this match occurs for one financial transaction and one property record transaction. If these do not match for the Property Number and amount, the transactions will stay on the Suspense File. This report is run when the Fixed Asset Reconciliation is run, usually on Fridays.

Example:

This sample lists a record that is missing financial information and one that does not have a Property Record (Screen 'S073', Fixed Asset Financial Suspense). These would need to be corrected to complete the match between the Property File and the Financial File. Once this is done, the two last columns, Error Code and Message, will be blank.

The report sample and Field Descriptions are on the next pages.

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DAFR4441 CDA USAS O1 CYCLE: 08/23/96 10:00 02045 GFY; 96 CFM: 03 LCY: 93 LCM: 00 F:	(S 01 10:00 020 :******	02045 CFY: 86	* * * * * * * * * * * * * * * * * * *	CFM:	03 L() ; ; ; ; ; ;) (3 LCM.		CHE:		^		RUN DATE	E: 08/23,	/96 TIME	() () () () CDA GFM; O3 LCY; 93 LCM; OO FICHE; AGENCY (CDA)	CDA
							FIXED ASSET SUSPENSE ACTIVITY AS OF 09/01/95 FY = 96	TXED ASSET SUSPENSE ACT AS OF 09/01/95 FY # 96	SPENSE 5 FY	ACTIV 96	TY				PAGE	თ	
PROPERTY #	EFF DAT	DATE REF DOC/SFX INDEX PCA	DOC/S PCA	FX COMF	//AGC	/ 0BJ	EX COMP/AGCY OBJ CUR DOC/SFX	VEND NAME DOC/SFX	ш	VEND /		FUND	AMOUNT	æ	CODE	DATE REF DOC/SFX INDEX PCA COMP/AGCY OBJ CUR DOC/SFX VEND # FUND CODERESAGE	• ! !
PROPERTY #/SFX SHORT DESCRIPTION FATC RESP INDEX LOC - 1 2 3 AQ METH CLASS SUBCLASS PUR/COMPL DT CODEERROR	SHORT DESCRIPTION FATC RESP INDEX	DESCRIPTIO RESP INDEX	SCRIPTION SP INDEX	N LOC - 1 2	7	m	AO ME	H GLA	SS SUE	CLASS	PUR	/COMPL	AO METH CLASS SUBCLASS PUR/COMPL DT		CODE	RT DESCRIPTION RESP INDEX Loc - 1 2 3 AQ METH CLASS SUBCLASS PUR/COMPL DT CODEMESSAGE	
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00001	19950830 E1236547 001 225 10320 31300	0 E1236547 001 10320 31300	11300	8213	_	CENI	CENTRAL GROCERY STORES 23456789 001 11111	RAL GROCERY STORES 23456789 001 11111111111 001	TORES 111111	1111	Š	1200	5,623.00	8	AEG NO	AEG NO PROPERTY RECORD	CORD
		보	" RECO	HF RECORDS READ .	AD .		0	O (HOLD FILE INPUT)	LE INPI	(T.							
		뿔	3 RECO	HB RECORDS WRITTEN *	RITTER	1	0	O (VALID HOLD FILE RECORDS POST TO PF)	JLD FII	E REC	SONC \$	POST T	0 PF)				
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		4	RECO	PF RECORDS ADDED .	DED .		0										
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		ď	RECO	PF RECORDS DELETED =	ETEC		0										
		P.	RECO	RDS AL	DED V	/ITH	PF RECORDS ADDED WITH MULTIPLE FUND SOURCES .	FUND	SOURCES		0						

Field Descriptions:

Top Portion: FA Financial Suspense

Top Line:

Property # The property number assigned to each fixed asset.

Eff Date (YYYYMMDD) Indicates the year, month, and day the transaction posts

Ref Doc/Sfx The encumbrance or accounts receivable document number and

line referenced by the current document.

Vendor Name The name of the vendor associated with the claim.

Amount The amount of the transaction line.

R Indicates whether the transaction is to have a *reverse* accounting

impact (e.g., credit cash instead of debiting cash). Valid codes are:

R = Transaction reversed

Blank = Not applicable

Bottom Line:

TC The identifying *transaction code* for this document.

Index Identifies certain accounting elements in AFIS. Is used to infer the

organizational structure.

PCA The *Program Cost Account* is used to infer the program structure. Comp/Agcy Obj The Comptroller object code or the agency object code (if used by

agency).

Cur Doc/Sfx The transaction and line number.

Vendor # The vendor number and mail code.

Fund The agency fund code. Error Code Code for description of error.

Error Message The error message relating to batch or document.

Bottom Portion: FA Property Record Suspense

Top Line:

Property #/Sfx The property number and suffix assigned to each fixed asset.

Short Description Description of asset

Amount The amount of the transaction line.

Bottom Line:

FATC The Fixed Asset Transaction Code.

RESP The Responsibility Index. Identifies certain accounting elements in

AFIS. Is used to infer the organizational structure.

Loc - 1 2 3 Code identifying location of the fixed asset.

AQ Meth The Acquisition Method code.
Class Identifies the Fixed Asset Class.
Subclass Identifies the Subclass Code.
Pur/Compl DT The Purchase/Completion Date.
Error Code Code for description of error.

Error Message The error message relating to batch or document.

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INTRODUCTION

The following information is intended to provide the users with a proper routine for reconciling the Human Resource Management System (HRMS) to the Arizona Financial Information System (AFIS). The labor distribution recorded in HRMS are simply checked for posting accuracy to AFIS through this reconciliation process. This section is **not** intended as a guide for the reconciliation between the Payroll Register (PAY19R) and the Employee Related Expenditures Reports (PAY 37 RA, RG, RH). The HRMS Users' Manual contains a more detailed reconciliation procedure.

The reconciliation of HRMS to AFIS may be performed at the Index, PCA, Grant level, or any combination of these three elements. Agencies should reconcile payroll after each normal payroll run (bi-weekly) or after each supplemental payroll run to ensure proper fund management.

After each payroll run, normal or supplemental, reports necessary to perform the reconciliation are generated. These reports are generated for all agencies having payroll related activities (TC 850's) for a particular payroll run.

Reports are essential elements of this internal control policy and have been developed to provide the following to the users in:

- VERIFYING INPUT DATA
- PAYROLL RECONCILIATION
- AUDIT TRAIL

Below is a list of suggested reports that the General Accounting Office (GAO) has determined to be essential in the payroll reconciliation process. These reports are described in detail in the following pages of this Section along with steps to follow during the reconciliation. The suggested reports give adequate tracking from two different sources.

AFIS	- DAFR1161, Daily Payroll Control (TC 850's)
	DAFR6920, Payroll Reconciliation by PCA
	DAFR6930, Payroll Reconciliation by Index

HRMS - PAY37RD, Gross Payroll Transfers Reports PAY37RF, The Gross Payroll Transfers Report

DAFR6920 & DAFR6930 are requestable Financial Reports which are distributed to the agencies the day after the HRMS payroll file is taken into AFIS. This file is routinely taken in on Fridays and these reports are generated on the same night. Therefore, the agencies should be receiving these reports on Monday or Tuesday following each payday. DAFR1161 is a daily control report which will be generated during the nightly batch run and will be distributed to the agencies on the following day with other daily control reports.

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INTRODUCTION

PAY37RD and PAY37RF are Payroll Reports which are issued and distributed to the agencies the day after payroll is calculated. This usually occurs on Tuesday of the payroll week. Therefore, these reports will then be received by the agencies on Thursday.

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To reconcile HRMS to AFIS you must devise some form of tracking and monitoring mechanism, such as a reconciliation form that shows the following elements:

- 1. PCA
- 2. Personal Services DAFR6920/6930 Posted Amount
- 3. Personal Services PAY37RD PCA Amount
- 4. Personal Services Difference
- 5. Personal Services Amount Submitted to DOA/GAO for Correction
 - 6. Personal Services Amount to be Corrected
- 7. ERE DAFR6920/6930 Posted Amount
- 8. ERE PAY37RD PCA Amount
- 9. ERE Difference
- 10. ERE Amount Submitted to DOA/GAO for Correction
- 11. ERE Amount to be Corrected

Note: A blank sample of this form can be found in Appendix G. There is also one as an example on Page C-6, Exhibit 5, and it will be used in the following step-by-step procedures. All Exhibits can be found in this Chapter, Section 2-C.

This form can then be used in the reconciliation process by verifying that the payroll that was processed in HRMS equals that which was processed in AFIS. The following steps should be taken in your reconciliation process. The detail description of each report used in reconciling will follow in this Chapter, Section 2-D:

To prepare to reconcile HRMS reports to AFIS reports, first determine which AFIS report, DAFR6920 or DAFR6930, and sort you will use. Both reports sort and break by Fund number and then by Object code. Due to this sort, you will have at least one page for each fund and object combination. For one report you may have the following pages: 1) Fund 1000, Object 6000; 2) Fund 1000, Object 6100; 3) Fund 3000, Object 6000; and 4) Fund 3000, Object 6100. The difference between the reports is the sort after the Object code. DAFR6920 sorts next by PCA. DAFR6930 sorts next by Index. Once you decide on reconciling first by Index or PCA, and thereby deciding on a report, you must then determine if you want a second and/or third sort. The second sort can be the opposite of your last sort (PCA or Index). The third sort can be by Grant.

Possible reconciliation sort combinations are as follows:

- 1. Index
- 2. PCA
- 3. Index & PCA
- 4. PCA & Index
- 5. Index, PCA, & Grant
- 6. PCA, Index, & Grant

Once the sort has been decided, you may proceed with the following steps. For the purpose of our sample shown here, the DAFR6920 will be used and reconciliation will only be by PCA.

It is also important to know that the HRMS reports, PAY37RD and PAY37RF, will sort and break by Object code only.

As mentioned above, the AFIS reports are sorted by Fund number then Object code, and the HRMS reports are sorted by Object code. These AFIS and HRMS reports match through the Object code. Therefore, this is an excellent beginning to reconciliation. We will first reconcile Object 6000, Personal Services, then Object 6100, Employee Related Expenditures, since the report sorts in numerical order.

Reconcile Personal Services Charges:

- **Step 1:** Obtain reports PAY37RD and DAFR6920 for the pay period which you are to perform your reconciliation.
- **Step 2:** Compare the total of Personal Services on the DAFR6920 (Exhibit 1, Letter D) with the total of Personal Service on the PAY37RD (Exhibit 3, Letter D) for the agency's PCA it is reconciling for. The PCA amounts on both reports should be equal. If not, there is an error, and the problem should be researched and resolved. In our example, the Personal Services for PCA 10000 match between the AFIS and HRMS systems. Therefore, you may move onto Step 3 after filling in the corresponding line for PAY37RD on the Payroll Reconciliation Form (Exhibit 5, Line ①).
- **Step 3:** Review the DAFR6920 to ensure that all entries have posted to AFIS for Personal Services. If they have, all Cobj totals will be listed in the 'Posted Amount' column (Exhibit 1, Letter A). Add together the amount of this column, and place the total in the corresponding DAFR6920 line on the Payroll Reconciliation Form (Exhibit 5, Line ②).
- **Step 4:** Subtract line ② from line ① on the Payroll Reconciliation Form and place the total in the 'Difference' line (Exhibit 5, Line ③). If there is any difference, it should equal the total given in the 'In System Amount' (Exhibit 1, Letter B) column of DAFR6920. This represents any Cobj that has transactions on error. The Edit Mode (EM) in which the transaction went on error in the Internal Transaction (IT) File is also given. In our example, the charges to Overtime (Cobj 6015) went on error. Therefore, we must follow Step 5. Otherwise, all charges posted and the reconciliation for Personal Services charges between AFIS and HRMS is complete.

Step 5: If there are any amounts listed in the 'In System Amount' column, as in our example, determine the cause of the error. This can be done by comparing the 'In System Amount' column on DAFR6920 (Exhibit 1, Letter B) with the 'In System Amount' Column' on DAFR1161 (Exhibit 2, Letter I). On the right of the amount is (are) the error code(s) (Exhibit 2, Letter J). The description of the error code(s) is (are) printed at the bottom of the DAFR1161 (Exhibit 2, Letter K). Follow Step 6 to clear up the problem. In our example, the cumulative agency budget for the Cobj 6015 is overexpended. This is an internal problem your agency must handle, with your AFIS Liaison if needed. Since the correction will be made within the agency, Step 6c is the next step in this example.

Step 6: Errors can be corrected in one of the following three manners:

- a) When an error is due to incorrect information, i.e. wrong Index or PCA, clear the AFIS error by writing the correcting entry on the DAFR1161. Place the total amount to be corrected by GAO in the 'Amount Submitted to DOA/GAO for Correction' line on the Payroll Reconciliation Form (Exhibit 5, Line 4). Then, choose one of the following methods to notify ADOA/GAO/Payroll:
 - Call (602) 542-2098, identify yourself and your agency, and explain in detail what the error(s) is (are) and how the situation should be resolved.
 - Fax (602) 542-7066 the copies of your corrections. Call (602) 542-2098 first and advise ADOA/GAO/Payroll of the incoming fax.
 - Mail the copies of your corrections to:
 ADOA/GAO/Payroll
 1700 West Washington, Room 282
 Phoenix, AZ 85007
- b) When an error is due to a problem with a profile, i.e. Index is inactive or PCA not in 'S026', have someone correct the profile within your agency or contact your AFIS Liaison. If someone at your agency corrects the problem, carry the amount corrected by your agency to the 'Amount to be Corrected' line of the Payroll Reconciliation Form (Exhibit 5, Line ⑤). If your AFIS Liaison makes the correction, place the amount corrected by her/him in the 'Amount Submitted to DOA/GAO for Correction' line of the Payroll Reconciliation Form (Exhibit 5, Line ⑥).

c) When an error is due to insufficient cash, allotment, appropriation, or budget immediate action is required. Place this amount into the 'Amount to be Corrected' line of the Payroll Reconciliation Form (Exhibit 5, Line ⑤). Contact your AFIS Liaison for assistance or transfer cash as needed.

Reconcile ERE Charges:

- **Step 1:** Obtain reports PAY37RF and DAFR6920 for the pay period which you are to perform your reconciliation.
- Step 2: Compare the total of Employee Related Expenditures (ERE) on the DAFR6920 (Exhibit 1A, Letter H) with the total of ERE on the PAY37RF (Exhibit 4, Letter H) for the agency's PCA it is reconciling for. The PCA amounts on both reports should be equal. If not, there is an error and the problem should be researched and resolved. In our example, the ERE for PCA 10000 match between the AFIS and HRMS systems. Therefore, you may move onto Step 2 after filling in the corresponding line for PAY37RF on the Payroll Reconciliation Form (Exhibit 5, Line).
- **Step 3:** Review the DAFR6920 to ensure that all entries have posted to AFIS for ERE. If they have, Cobj totals will be listed in the 'Posted Amount' column (See Exhibit 1A, Letter E). Add together the amount of this column and place the total in the corresponding DAFR6920 line on the Payroll Reconciliation Form (Exhibit 5, Line ⑦).
- Step 4: Subtract line ⑦ from line on the Payroll Reconciliation Form and place the total in the 'Difference' line (Exhibit 5, Line ®). If there is any difference, it should equal the total given in the 'In System Amount' (Exhibit 1A, Letter F) column. This represents the Cobj that has transactions on error. The Edit Mode (EM) in which the transaction went on error in the Internal Transaction (IT) File is also given. If there is a difference, please continue to Step 5. In our example, all charges posted. Therefore, our reconciliation for ERE charges between AFIS and HRMS is complete.
- **Step 5:** If there were any amounts listed in the 'In System Amount' column, determine the cause of the error. This can be done by comparing the 'In System Amount' column on DAFR6920 (Exhibit 1, Letter F) with the 'In System Amount' Column' on DAFR1161 (Exhibit 2, Letter I). On the right of the amount is (are) the error code(s) (Exhibit 2, Letter J). The description of the error code(s) is (are) printed at the bottom of the DAFR1161 (Exhibit 2, Letter K). Follow Step 6 to clear up the problem.

AFIS/HRMS RECONCILIATION

Step 6: Errors can be corrected on one of the following three manners:

- a) When an error is due to incorrect information, i.e. wrong Index or PCA, clear the AFIS error by writing the correcting entry on the DAFR1161. Place the total amount to be corrected by GAO in the 'Amount Submitted to DOA/GAO for Correction' line on the Payroll Reconciliation Form (Exhibit 5, Line ®). Then, choose one of the following methods to notify ADOA/GAO/Payroll:
 - Call (602) 542-2098, identify yourself and your agency, and explain in detail what the error(s) is (are) and how the situation should be resolved.
 - Fax (602) 542-7066 the copies of your corrections. Call (602) 542-2098 first and advise ADOA/GAO/Payroll of the incoming fax.
 - Mail the copies of your corrections to:
 ADOA/GAO/Payroll
 1700 West Washington, Room 282
 Phoenix, AZ 85007
- b) When an error is due to a problem with a profile, i.e. Index is inactive or PCA not in 'S026', have someone correct the profile within your agency or contact your AFIS Liaison. If someone at your agency corrects the problem, carry the amount corrected by your agency to the 'Amount to be Corrected' line of the Payroll Reconciliation Form (Exhibit 5, Line ①). If your AFIS Liaison makes the correction, place the amount corrected by her/him in the 'Amount Submitted to DOA/GAO for Correction' line of the Payroll Reconciliation Form (Exhibit 5, Line ③).
- c) When an error is due to insufficient cash, allotment, appropriation, or budget immediate action is required. Place this amount into the 'Amount to be Corrected' line of the Payroll Reconciliation Form (Exhibit 5, Line ®). Contact your AFIS Liaison for assistance or transfer cash as needed.

AFIS	CHAPTER VII	SECTION 2	PAGE B-55	DATE 04/04/01
AFIS REFERENCE GUIDE SUBJECT: RECONCILIATION: PAYROLL	VII	2		0 1/0 1/01

AFIS/HRMS RECONCILIATION

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AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE C-56	DATE 04/04/01
SUBJECT: RECONCILIATION: PAYROLL				

RUN DATE: 09/15/96 TIME: 14:01:20 USAS	TEST AGENCY (CDA) PAYROLL RECONCILIATION BY PCA PAY PERIOD END DATE 09/06/96	EM (EDIT MODE) O # NO VALIDATION OR BALANCE EDITS YET PERFORMED EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED EM (EDIT MODE) 3 = TRANSACTION ON ERROR	COBJ POSTED IN SYSTEM TOTAL GRANT/PH INDEX PCA PCA AMOUNT EM COBJ AMT AMOUNT AMOUNT AMOUNT SHOWNT			183,098.52 183,098.52 183,098.52	183,098.52	•	- ©
() RUN 6000		O * NO VALIDA 1 = ONLY VALI 3 = TRANSACTI	TOTAL COBJ AMT	148,829,04	212.91	34,056.57	-		: ©
CFM: 03 LCY: 96 LCM: 01 FICHE: CDA 1000 6000	TEST AGENCY (CDA) PAYROLL RECONCILIATION BY PCA PAY PERIOD END DATE 09/06/96	EM (EDIT MODE) EM (EDIT MODE) EM (EDIT MODE)	IN SYSTEM AMOUNT EM	8.	212.91 3	8.	-		@
) () (96 LCM: 01 FI	TEST AGE! PAYROLL RECONC PAY PERIOD END		POSTED AMOUNT	148,829.04	8.	34,056.57	-		⊗
. ; LCY:	•		C08J	6011	6015	6051			
CFY: 97	PERCENT OF YEAR ELAPSED: 25%	1000 GENERAL FUND 6000 PERSDNAL SERVICES	COBU PCA INDEX GRANT PH DESCRIPTION	BASE SALARY	OVERTIME	ELECTED OFFICIALS	OOO PERSONAL SERVICES		
DAFR6920 AAA PAY 65 CM 97 CYCLE: 09/13/96 00:08 1761	PERCENT OF YEAR ELAPS	FUND 10 08JECT 60	PCA INDEX GRANT PH	10000 10000		-	*TOTAL OBJECT 6000		

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE C-57	DATE 04/04/01
SUBJECT: RECONCILIATION: PAYROLL				

EXHIBIT '1A'

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE C-58	DATE 04/04/01
SUBJECT: RECONCILIATION: PAYROLL				

PERCENT OF YEAR ELAPSED:	25%		TEST AGE AYROLL RECONG AY PERIOD END	TESTAGENCY (CDA) PAYROLL RECONCILIATION BY PCA PAY PERIOD END DATE 09/06/96			_	ä
FUND 1000 GENERAL FU 08JECT 6100 ERE	1000 GENERAL FUND 6100 ERE	-	**************************************	EM (EDIT MODE) EM (EDIT MODE) EM (EDIT MODE)	* _	MO VALIDATION ON BALANCE EDITS YI CONLY VALIDATION EDITS YET PERFORM TRANSACTION ON ERROR	**************************************	*PAGE 440 Performed
PCA INDEX GRANT	COBJ PCA INDEX GRANT PH DESCRIPTION COBJ AMOUNT	COBJ	POSTED AMOUNT	POSTED IN SYSTEM TOTAL COBJ ANT	TOTAL COBJ AMT	GRANT/PH AMOUNT	GRANT/PH INDEX PCA AMOUNT AMOUNT AMOUNT AMOUNT	PCA AMOUNT
10000 10000	FICA TAXES	6111	12,801.65	8.	12,801.65			
	BASIC LIFE	6114	93.38	00.	93,38			
	LTO FOR RETIRE SYSTEMS	6115	147.50	8.	147.50			
	LTD FOR ASRS MEMBERS	6116	700.15	8.	700.15			Q
	UNEMPLOYMENT COMPENSATI	6117	372.59	8.	372.59			Ē) -
	WORKER'S COMPENSATION	6119	384.36	8.	384.36			
	ELECTED OFFICALS	6151	1,045.48	00.	1,045.48			->
	STATE EMPLOYEES	6155	4,575.44	8.	4,575.44	20,120.55	20,120.55	20,120.55
*TOTAL BBJECT 6100	ERE		→	~	→			20,120.55
*TOTAL FUND 1000	GENERAL FUND						2	203,219.07
*TOTAL AGENCY CDA	TEST AGENCY		_			٠	2	203,219.07
			(a)	(L)	©			

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE C-59	DATE 04/04/01
SUBJECT: RECONCILIATION: PAYROLL				

TESTAGENCY (CDA)	- ::	PAGE 439 Performed	PCA AMOUNT	***		183,098.52	183,098.52		(a)	
Diob 1761 CFY: 97 CFM: 03 LCY: 96 LCM: 01 FICHE: CDA 1000 60 APSED: 25% APYROLL RECONCILIATION BY PCA PAYROLL RECONCILIATION BY PCA PAYROLL RECONCILIATION BY PCA PAYROLL RECONCILIATION BY PCA PAY PERIOD END DATE 09/06/96 1000 GENERAL FUND GOBJ COBJ COBJ COBJ AMOUNT AMOUNT AMOUNT AMOUNT BASE SALARY 6015 148,829.04 .00 1 COPERTINE 6015 .00 212.91 3 ELECTED OFFICIALS FERSONAL SERVICES R BASE SALARY BA	6 TIME: 14:01.	CE EDITS YET P YET PERFORMED	INDEX				Ŧ			
Diob 1761 CFY: 97 CFM: 03 LCY: 96 LCM: 01 FICHE: CDA 1000 60 APSED: 25% APYROLL RECONCILIATION BY PCA PAYROLL RECONCILIATION BY PCA PAYROLL RECONCILIATION BY PCA PAYROLL RECONCILIATION BY PCA PAY PERIOD END DATE 09/06/96 1000 GENERAL FUND GOBJ COBJ COBJ COBJ AMOUNT AMOUNT AMOUNT AMOUNT BASE SALARY 6015 148,829.04 .00 1 COPERTINE 6015 .00 212.91 3 ELECTED OFFICIALS FERSONAL SERVICES R BASE SALARY BA	DATE: 09/15/9	ATION OR BALAN DATION EDITS ON ON ERROR	GRANT/PH AMOUNT							
APŞED: 25% 1000 GENERA 6000 PERSON COBU PH DESCRIPTI BASE SALA OVERTIME ELECTED D	6000 RUN	O = NO VALIDA 1 = ONLY VALI 3 = TRANSACTI		148,829.04	212.91	34,056.57	—	************		
APŞED: 25% 1000 GENERA 6000 PERSON COBU PH DESCRIPTI BASE SALA OVERTIME ELECTED D	CHE: CDA 1000 CY (CDA) ILIATION BY PCA DATE 09/06/96	EM (EDIT MODE) EM (EDIT MODE) EM (EDIT MODE)	IN SYSTEM AMOUNT EM	8.		8.	4		@	
APŞED: 25% 1000 GENERA GOOO PERSON COBU BASE SALA OVERTIME ELECTED D PERSONAL SI) () (6 LCM: O1 FI TESTAGEN PAYROLL RECONCI PAY PERIOD END			148,829.04	8.	34,056.57	4	(⊗	
AP\$ED: 25% ************************************	03 LCY: 9	***************************************		6011	6015	6051				•
	Ĺ. I	1000 GENERAL FUND 6000 PERSONAL SERVICES	COBU GRANT PH DESCRIPTION	BASE SALARY	OVERTIME	ELECTED OFFICIALS	*TOTAL DBJECT 6000 PERSONAL SERVICES			

REPORT ID PAY37RD		DEPARTM	DEPARTMENT OF ADMINISTRATION	ATION	٠	PAY DATE - 09/19/96
RUN DATE ~ 09/11/96	96	GROSS PA	GROSS PAYROLL TRANSFERS REPORT	REPORT	PERIOD	PERIOD ENDING DATE - 09/06/86
TEST AGENCY AFIS AGENCY CD		•	BY 97 FUND 1000	- 415		PAGE NUMBER 157
		DISBURSEMENT	DISBURSEMENT FOR PERSONAL	SERVICES		
PCA INDEX GRANT P	DESCRIPTION OF SERVICES	SUB-OBJECT CODE	SUB-OBJECT AMOUNT	GRANT/PHASE AMOUNT	INDEX · AMOUNT	PGA AMGUNT
10000	REGULAR POSITIONS STRAIGHT OVERTIME PAY ELECTED OFFICIALS	6011 6015 6051	\$146,059.78 \$212.91 \$34,056.57	\$ 180,329,26	25 S S S S S S S S S S S S S S S S S S S	111111111111111111111111111111111111111
10000 10000	REGULAR POSITIONS	6011	\$2,769.26	\$2,769.26	\$2,769.26	\$183,098,52
*****	****		************	***********	************	
TOTAL FUND AMOUNT	\$183,098.52					
TOTAL AGENCY AMOUNT	\$183,098,52					
******************	: 林林林林林 医格特特氏 医甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲	***	****	****	***	
						- (<u>(</u>

EXHIBIT '5'

Suggested Format AFIS/HRMS Payroll Reconciliation As Of: 09/13/96

PCA # ____10000

Personal Services

PAY37RD	(PCA Amount)		183,098.52
DAFR6920	(Posted Amount)	② - <u> </u>	182,885.61
Difference	(Amount In Error)	3 =	212.91
Amount Submi	tted To ADOA/GAO For Correction	④	N/A
Amount to be Co	preseted	⑤ =	212.91
Amount to be Co	rrected	- _	212,71
	Employee Related Expenditures		
PAY37RF	(PCA Amount)		20,120.55
DAFR6920	(Posted Amount)	?	20,120.55
Difference	(Amount In Error)	® =	0.00
A 4 C k :	·	_	
Amount Submi	tted To ADOA/GAO For Correction	9	<u>N/A</u>
Amount to be (Corrected	10 =_	N/A

DAFR1161, Daily Payroll Control (TC 850's)

Purpose:

This Control Report details all payroll (TC 850) transactions in AFIS including both posted transactions and errors that have not cleared yet. The posted transactions will appear the first night only. Errors will remain on the report until they have been resolved. Therefore, the report lists errors for multiple pay days. Also included is a description of the errors.

Example:

The sample DAFR1161 transactions all posted except for one during Cycle 1. The second transaction, Cobj 6015 for \$212.91, went on error. The report provides a List of Errors after the list of transactions. This describes the error code(s) given in the last column of the report.

The transaction has an 'F29', Cum Agy Budg Ovrexp, error. For further description, refer to Screen 'S090'. Recall the error code by typing a 'R' in the Action field and 'F29' in the Keyword field. One can then determine the cause of the error. For this type of an error, one that is due to insufficient cash, allotment, appropriation, or budget, immediate action is required to free up necessary monies. In our example, there is insufficient budget to process this payroll to Cobj 6015. Make necessary adjustments to the budget, or contact your AFIS Agency Liaison for assistance.

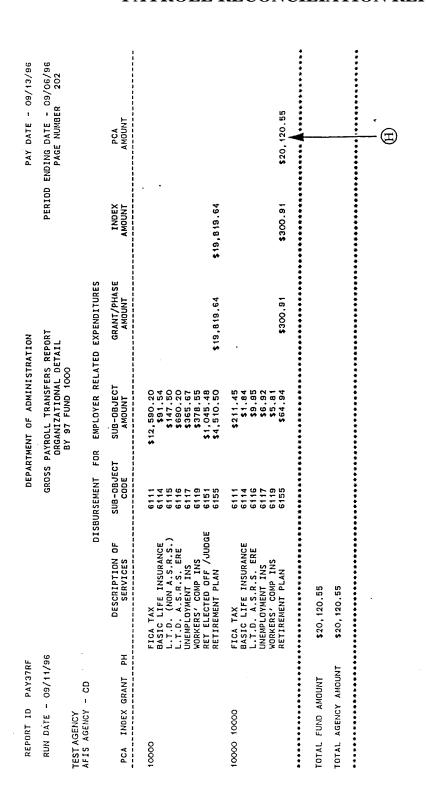
If an error requires correction of a profile, correct the profile or contact your AFIS Liaison to perform the correction. This could possibly be such errors as: 'ECD', PCA Status Not "A", or 'EDB', D10 Status Not "A". If the error requires correction of the transaction, make all necessary changes on the DAFR1161. Choose one of the following methods to notify the Department of Administration/General Accounting Office - Payroll Unit.

Error Correction

- Call (602) 542-2098, identify yourself and your agency, and explain in detail what the error(s) is (are) and how the situation should be resolved.
- Fax the copies of your corrections. The fax number is (602) 542-7066. Call (602) 542-2098 first and advise DOA/GAO Payroll of the incoming fax.
- Mail the copies of your corrections to:

DOA/GAO - Payroll Unit 1700 W. Washington, Room 282 Phoenix, AZ 85007

The report sample and Field Descriptions are on the next pages.



Field Descriptions:

Pay End Date Pay period ending date.
Cobj The comptroller object code.

Index Identifies certain accounting elements in AFIS. Is used to infer

the

organizational structure.

PCA The *Program Cost Account* is used to infer the program structure.

Grant Ph The grant number and phase.

Batch Agy
Date
The batch agency.
The batch date.
Typ
The batch type.
No
The batch number.

Seq The batch sequence number.

Doc No The transaction and line number.

R Indicates whether the transaction is to have a *reverse* accounting

impact (e.g., credit cash instead of debiting cash). Valid codes are:

R = Transaction reversed Blank = Not applicable

Posted Amount The amount of the line of the transaction that was posted.

In System: Amount The amount of the line of the transaction that went on error.

Error Codes Codes for description of error. Up to 3 may be given.

DAFR6920, Payroll Reconciliation by PCA

Purpose:

This AFIS financial report identifies payroll transactions that were in the payroll run for a single payday. The report sorts by Fund Number, Object Code, and then by PCA. These transactions will either be listed in the 'Posted Amount' or the 'In System Amount' columns. If the transaction posts, the amount will be included in the 'Posted Amount' column. If the transaction does not posts and thereby goes on error, it will be listed in the 'In System Amount' column.

Example:

The sample DAFR6920 is broken up into two pages. The first page is for the Object (Obj) of 6000, Personnel Services. The second page is for the Obj 6100, Employee Related Expenditures (ERE). There is a black solid line separating the two pages in the sample. In this sample, all transactions for this agency's ERE payroll posted, and all but the charges for Overtime, Comptroller Object (Cobj) 6015, posted for Personal Services. The charges for Overtime went on error. This can be seen by the fact that the totals for Cobj 6015 is listed in the 'In System Amount' column, whereas, all the others listed in the 'Posted Amount' column. For an explanation of the error for Cobj 6015, refer to the description of DAFR1161 in this section.

The report samples and Field Descriptions are on the next pages.

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE D-66	DATE 04/04/01
SUBJECT: RECONCILIATION: PAYROLL				

DAFR6920 AAA PAY 65 CM 97 CYCLE: 09/13/96 00:08 1761 CFY:	16	(.) ;Y: 96	() ()	CFH; 03 LCY: 96 LCH: 01 FICHE: CDA 1000 6000	^	RUN DATE: 09/15/96 TIME: 14:01:20	TIME: 14:01:3	O USAS
PERCENT OF YEAR ELAPSE		Q Q	TEST AGENCY YROLL RECONCILIA	CY (CDA) LIATION BY PCA DATE 09/06/96		GDA9		PROD REGION
FUND 10X	FUND GENERAL FUND 1000 GENERAL FUND 6000 PERSONAL SERVICES			EM (ED17 MODE) O = NO VALIDATION OR BALLANCE ED1TS YET PERFORMED EM (ED17 MODE) 1 = ONLY VALIDATION ROLS EM (ED17 MODE) 3 = TRANSACTION ON ERROR	O . NO VALIDAT 1 . ONLY VALID 3 . TRANSACTIO	ION OR BALANCE ATION EDITS YE V ON ERROR	EDITS YET P	RFORMED
PCA INDEX GRANT PH	COBJ COBJ PCA INDEX GRANT PH DESCRIPTION COBJ		.POSTED AMOUNT	POSTED IN SYSTEM TOTAL GRANT/PH INDEX PCA ANDUNT ANDUNT EN COBJ ANT ANDUNT ANDUNT	TOTAL COBJ AMT	GRANT/PH AMOUNT	INDEX	PCA AMOUNT
10000 10000	BASE SALARY 60		148,829.04	8 [,]	148,829,04			
	0VERTIME 6	6015	8.	212.91	212.91			
	ELECTED OFFICIALS 6	6051	34,056.57	8.	34,056.57	183,098.52 16	183,098.52 1	183,098.52
*TOTAL DBJECT 6000	PERSONAL SERVICES						-	183,098.52
DAFREG20 AAA PAY 65 CM 97 CYCLE: 09/13/96 00:08 1761	CFY: 97	, rcy:) () (CFN; 03 LCY; 96 LCW; 01 FICHE: CDA 1000 6100	_	RUN DATE: 09/15/96 TIME: 14:01:20	36 TIME: 14:0	1:20 USAS
PERCENT OF YEAR ELA	5%		TEST AG PAYROLL RECOP PAY PERIOD EN	TEST AGENCY (CDA) PAYROLL RECONOILLATION BY PCA PAY PERIOD END DATE 09/06/96	¥ 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 × 0.00 ×		•	PROD REGION
FUND	RAL FUND			EM (EDIT MODE) O = NO VALIDATION OR BALANCE EDITS YET PERFORMED EM (EDIT MODE) 1 = ONLY VALIDATION EDITS YET PERFORMED EM (EDIT MODE) 3 = TRANSACTION ON ERROR	E) 0 = NO VALID E) 1 = ONLY VAL E) 3 = TRANSACT	ATION OR BALAF IDATION EDITS ION ON ERROR	YET PERFORME	PERFORMED D
		600	POSTED COBJ AMOUNT	IN SYSTEM AMOUNT EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	INDEX	PCA AMOUNT
10000 10000	FICA TAXES	6111	12,801.65	8.	12,801.65			
	BASIC LIFE	6114	93.38	00.	93.38			
	LTD FOR RETIRE SYSTEMS	6115	147.50	8.	147.50			
	LTD FOR ASRS MEMBERS	6116	700.15	8.	700.15			
	UNEMPLOYMENT COMPENSATI	6117	372.59	8.	372,59			
	WORKER'S COMPENSATION	6119	384.36	8.	384.36			
	ELECTED OFFICALS	6151	1,045.48	8.	1,045.48			
	STATE EMPLOYEES	6155	4,575,44	8.	4,575.44	20,120.55	20,120,55	20,120.55
*TOTAL OBJECT 6100	ERE							20,120.55
• TOTAL FUND 1000	GENERAL FUND							203,219.07
*TOTAL AGENCY CDA	TEST AGENCY					٠		203,219.07

Field Descriptions:

PCA The *Program Cost Account* is used to infer the program structure. Index Identifies certain accounting elements in AFIS. Is used to infer

the organizational structure.

Grant Ph The grant number and phase.

Cobj Description The title of the comptroller object code.

Cobj The comptroller object code.

Posted Amount The amount of the line of the transaction that was posted.

In System Amount The amount of the line of the transaction that went on error.

EM The *Edit Mode* of the batch. The following possible EM are also

given in a key in the right top corner of the report: '0' No Validation or Balance Edits Yet Performed.

'1' Only Validation Edits Yet Performed.

'3' Transaction on Error.

Total Cobj Amt The total amount of the comptroller object code.

Grant/Ph Amount The total amount of the grant and phase.

Index Amount The total amount for the index. PCA Amount The total amount for the PCA.

DAFR6930, Payroll Reconciliation by Index

Purpose:

This AFIS financial report identifies payroll transactions that were in the payroll run for a single payday. The report sorts by Fund Number, Object Code, and then by Index. These transactions will either be listed in the 'Posted Amount' or the 'In System Amount' columns. If the transaction posts, the amount will be included in the 'Posted Amount' column. If the transaction does not posts and thereby goes on error, it will be listed in the 'In System Amount' column.

Example:

The sample DAFR6930 is broken up into two pages. The first page is for the Object (Obj) of 6000, Personnel Services. The second page is for the Obj 6100, Employee Related Expenditures (ERE). There is a black solid line separating the two pages in the sample. In this sample, all transactions for this agency's ERE payroll posted, and all but the charges for Overtime, Comptroller Object (Cobj) 6015, posted for Personal Services. The charges for Overtime went on error. This can be seen by the fact that the totals for Cobj 6015 is listed in the 'In System Amount' column whereas all the others listed in the 'Posted Amount' column. For an explanation of the error for Cobj 6015, refer to the description of DAFR1161 in this section.

The report samples and Field Descriptions are on the next pages.

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE D-69	DATE 04/04/01
SUBJECT: RECONCILIATION: PAYROLL				

Trop value (Laboratory 25%) Particle account Lating and Lating Lating and Lating and Lating and Lating and Lating and Lating		TEST AGENCY (CDA)		TEST AG	ENCY (CDA)				
Company Comp	PERCENT OF YEAR E	ELAPSED: 25%		PAYROLL RECONC PAY PERIOD EN	1LIATION BY INDE ID DATE 09/06/96	×	•		PROD REGION
10000 10000 1045 SEALMY 6011 144,829.04 .00 144,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04 .00 .44,829.04	FUND DBJECT	1000 GENERAL FUND 6000 PERSONAL SERVICES			EM (EDIT MODE) EM (EDIT MODE) EM (EDIT MODE)	O = NO VALID 1 = ONLY VAL 3 = TRANSACT	ATION OR BALA IDATION EDIT	INCE EDIIS YET S YET PERFORME	PERFURMED D
CORDITION COURTING COLD	PCA GRAN	COBJ NY PH DESCRIPTION	C09	POSTED AMOUNT	IN SYSTEM AMOUNT EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	PCA AMDUNT	INDEX AMOUNT
FEECTED OFFICIALS G031 34.036.57 .00 34.036.57 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52 183.088.52	10000 10000	BASE SALARY	6011	148,829.04	8	148,829.04			
STATE COLOR PERSONAL SERVICES 191,098.57 193,098.57 193,098.57 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.52 193,098.		OVERTIME	6015	8.	212.91	212.91			
COUNTY C		ELECTED OFFICIALS	6051	34,056.57	8	34,056.57	183,098.52	183,098,52	183,098.52
PARTIES NAME AND SECULATION OF FIGURE 1 () () () () () RUN DATE: 08/15/86 THE: 14:01:20 CHCLE: 09/15/86 00:08 1761 CFV; 85 LCA: 01 FIGHE: 0DA 1000 6100 RUN DATE: 08/15/86 THE: 14:01:20 PRODUCE 109/15/86 CFV; 87 CF4; 01 LCY; 86 LCA: 01 FIGHE: 0DA 1000 RESON PARTIES SEQUENTIAL RESONCE LANGE 1 DAILY VALIDATION OR BALANCE EDITS VET PERFORMED 1 DAILY VALIDATION OR BALANCE EDITS VET PERFORMED 1 DAILY VALIDATION OR SALVANCE PERFORMED 1 DAILY VALIDATION OR SALVANCE PERFORMED 1 DAILY VALIDATION OR SALVANCE PERFORMED 1 DAILY SALVANCE PERFORMED 1 DAILY VALIDATION OR SALVANCE PERFORME	L OBJECT 60X								183,098.52
FEGURE 10 FOR ELAPSED: 25X PAY PERIOD (NO DITE 09/06/96 FUND 1000 GENERAL FUND F	09/13/96 0	CFY: 87	, rc, 1	96 LCM: 01 FI	CHE: CDA 1000 (-	(S) (S)		
1000 GENERAL FUND	IT OF YEAR E	LAPSED: 25%	-	TEST AGI	ENCY (CDA) ILIATION BY INDEX) DATE 09/06/96				PROD REGION
TOTAL BBJECT 6100 TOTAL FOR MERTINE SYSTEM TOTAL AGENCY COM		1000 GENERAL FUND 6100 ERE			EM (EDIT MODE) EM (EDIT MODE) EM (EDIT MODE)	O - NO VALID 1 - DNLY VAL 3 - TRANSACT	ATION OR BALA IDATION EDITS ION ON ERROR	NCE EDITS YET YET PERFORME	PERFORMED
FICA TAKES 6111 12,801.65 .00 12,801.65 .00 12,801.65 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	PCA GRAN	IT PH DESCRIPTION	7800	POSTED AMOUNT	IN SYSTEM AMDUNT EM	TOTAL COBJ AMT	GRANT/PH AMOUNT	PCA AMDUNT	TND EX AMOUNT
LTD FOR RETIRE SYSTEMS 6115 147.50 .00 147.50 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10 .10	10000	FICA TAXES	6111	12,801.65	8.	12,801.65			
LTD FOR RETIRE SYSTEMS 6115 147.50 .00 147.50 LTD FOR ASRS MEMGERS 6116 700.15 .00 700.15 UNIEMPLOYMENT COMPENSATI 6117 372.59 .00 372.59 WORKER'S COMPENSATION 6119 384.36 .00 384.36 ELECTED OFFICALS 6151 1,045.48 .00 4,575.44 20,120.55 STATE EMPLOYEES 6155 4,575.44 20,120.55 20,120.55 GENERAL FUND TESTAGENCY		BASIC LIFE	6114	93.38	8.	93.38			
LTD FOR ASRS MEMGERS 6116 700.15 .00 700.15 UNIEMPLOYMENT COMPENSATI 6117 372.59 .00 372.59 VORKER'S COMPENSATION 6119 384.36 .00 384.36 ELECTED OFFICALS 6151 1,045.48 .00 1,045.48 .00 STATE EMPLOYEES 6155 4,575.44 .00 4,575.44 20,120.55 20,120.55 D GENERAL FUND TEXTAGENCY .00 .00 1,045.48 .00 .00 1,045.48			6115	147.50	8.	147.50			
UNIEMPLOYMENT COMPENSATI 6117 372.59 .00 384.36 WORKER'S COMPENSATION 6119 384.36 .00 384.36 ELECTED OFFICALS 6151 1,045.48 .00 1,045.48 STATE EMPLOYEES 6155 4,575.44 .00 4,575.44 20,120.55 CRIED OFFICALS 6155 4,575.44 .00 4,575.44 20,120.55		LTD FOR ASRS MEMBERS	6116	700.15	8.	700.15			
### ##################################		UNEMPLOYMENT COMPENSATI		372.59	8.	372.59			
ELECTED OFFICALS 6151 1,045.48 .00 1,045.48 STATE EMPLOYEES 6155 4,575.44 .00 4,575.44 20,120.55 20,120.55 GENERAL FUND TERTAGENCY		WORKER'S COMPENSATION	6119	384.36	8,	384.36			
STATE EMPLOYEES 6155 4,575.44 .00 4,575.44 20,120.55 20,120.55 D GENERAL FUND TERYAGENCY		ELECTED OFFICALS	6151	1,045.48	8.	1,045.48			
D GENERAL FUND TERTAGENCY		STATE EMPLOYEES	6155	4,575.44	8.	4,575.44	20,120.55	20,120.55	20,120.55
S GENERAL FUND Tertagency	OBJECT								20,120.55
TEST AGENCY	FUND								203,219.07
	*TOTAL AGENCY CDA	A TEST AGENCY							203,219.07

Field Descriptions:

Index Identifies certain accounting elements in AFIS. Is used to infer

the organizational structure.

PCA The *Program Cost Account* is used to infer the program structure.

Grant Ph The grant number and phase.

Cobj Description The title of the comptroller object code.

Cobj The comptroller object code.

Posted Amount The amount of the line of the transaction that was posted.

In System Amount The amount of the line of the transaction that went on error.

EM The *Edit Mode* of the batch. The following are possible EM are

also given in a key in the right top corner of the report: '0' No Validation or Balance Edits Yet Performed.

'1' Only Validation Edits Yet Performed.

'3' Transaction on Error.

Total Cobj Amt The total amount of the comptroller object code.

Grant/Ph Amount The total amount of the grant and phase.

PCA Amount The total amount for the PCA. Index Amount The total amount for the index.

PAY37RD, Gross Payroll Transfers Reports

Purpose: This Payroll Report is a summary listing of all personal services calculated

in HRMS. The report sorts by PCA, Index, and then Grant and Phase. These transactions will be listed in the Sub-Object Amount column by

total of the Sub-Object Code.

Example: The sample report provides a total for each Sub-Object Code that was used

in the calculation of Personal Services for the particular PCA 10000. There are two separate sorts for this PCA. The first sort is the PCA with

no Index, and the second sort is the PCA with an Index.

The first sort occurred because the PCA Profile ('S026') provided the Index for the payroll transaction to process. Therefore, no Index is listed on this report for the majority of the payroll transactions, and it creates the sort of PCA 10000 with no Index. The second sort occurred for the one Cobj of 6011 because both the PCA and Index were placed into the transaction from the labor distribution, not the PCA Profile. This then creates the sort of PCA 10000 and Index 10000.

The report sample and Field Descriptions are on the next pages.

REPORT ID PAY37RD	1Y37RD		DEPARTA	DEPARTMENT OF ADMINISTRATION	RATION		PAY DATE - 09/13/96
RUN DATE - 09/11/96	9/11/96		GROSS P.	GROSS PAYROLL TRANSFERS REPORT ORGANIZATIONAL DETAIL RY 97 FIND 1000	REPORT :TAIL	PERIOD	PERIOD ENDING DATE - 09/06/96 PAGE NUMBER 157
TEST AGENCY AFIS AGENCY CD	Q.		DISBURSEMENT	FOR PERSONAL	SERVICES		
PCA INDEX GRANT PH	NT PH	DESC	SUB-DBJECT CODE	SUB-OBJECT AMOUNT	GRANT/PHASE AMOUNT	INDEX	PCA AMGUNT
10000		REGULAR POSITIONS STRAIGHT OVERTIME PAY ELECTED OFFICIALS	6011 6015 6051	\$146,059.78 \$212.91 \$34,056.57	\$180,329,26	\$180,329.26	
10000 10000		REGULAR POSITIONS	6011	\$2,769.26	\$2,769.26	\$2,769.26	\$183,098.52
*************	* * * * *	*******************		************		*****	
TOTAL FUND AMOUNT	N.	\$183,098.52					
TOTAL AGENCY AMOUNT	40UNT	\$183,098.52					
********	*****	***************	*********	******	*****	*******	

Field Descriptions:

PCA The *Program Cost Account* is used to infer the program structure. Index Identifies certain accounting elements in AFIS. Is used to infer

the

organizational structure.

Grant Ph The grant number and phase.

Description of Serv. The title of the Sub-Object code.

Sub-Object Code The Sub-Object code.

Sub-Object Amount The total amount of the Sub-Object that was entered into the

payroll system.

Grant/Ph Amount The total amount of the grant and phase.

Index Amount The total amount for the index. PCA Amount The total amount for the PCA.

PAY37RF, The Gross Payroll Transfers Reports

Purpose: This Payroll Report is a summary listing of all employee related

expenditures calculated in HRMS. The report sorts by PCA. These transactions will be listed in the Sub-Object Amount column by total of

the Sub-Object Code.

Example: The sample report provides a total for each Sub-Object Code that was used

in the calculation of Employee Related Expenditures (ERE) for the particular PCA 10000. There are two separate sorts for this PCA. The first sort is the PCA with no Index, and the second sort is the PCA with an

Index.

The first sort occurred because the PCA Profile ('S026') provided the Index for the payroll transaction to process. Therefore, no Index is listed on this report for these payroll transactions, and it creates the sort of PCA 10000 with no Index. The second sort occurred because both the PCA and Index was placed into the payroll transactions from the labor distribution, not the PCA Profile. This then creates the sort of PCA 10000 and Index 10000.

The report sample and Field Descriptions are on the next pages.

THE TABLE THE	REPORT ID PAY37RF	37RF		DEPARTM	DEPARTMENT OF ADMINISTRATION	RATION		PAY DATE - 09/13/96
DESCRIPTION OF SERVICES SERVICES LICA TAX BASIC LIFE INSURANCE L.T.D. (NON A.S.R.S.) L.T.D. A.S.R.S. ERE UNEMPLOYNENT INS WORKERS' COMP INS RET ELECTED OFF / JUDGE RETIREMENT PLAN FICA TAX BASIC LIFE INSURANCE L.T.D. A.S.R.S. ERE UNEMPLOYMENT INS WORKERS' COMP INS RETIREMENT PLAN SASIC LIFE INSURANCE L.T.D. A.S.R.S. ERE UNEMPLOYMENT INS WORKERS' COMP INS RETIREMENT PLAN \$20,120.55	RUN DÄTE - 09/	11/96		GROSS PA'	YROLL TRANSFERS RGANIZATIONAL DI BY 97 FUND 1000	REPORT Etail	PERIOD	PERIOD ENDING DATE - 09/06/96 PAGE NUMBER 202
FICA TAX BASIC LIFE INSURANCE L.T.D. (NNN A.S.R.S.) L.T.D. A.S.R.S.) L.T.D. A.S.R.S. ERE UNEMPLOYMENT INS WORKERS, COMP INS RET ELECTED OFF /JUDGE RETIREMENT PLAN BASIC LIFE INSURANCE L.T.D. A.S.R.S. ERE UNEMPLOYMENT INS WORKERS, COMP INS RETIREMENT PLAN \$20,120.55	TEST AGENCY AFIS AGENCY - CD		DISB	URSEMENT FOR	EMPLOYER RELA	TED EXPENDITURES		
FICA TAX BASIC LIFE INSURANCE L.T.O. (NON A.S.R.S.) L.T.O. A.S.R.S. ERE UNEMPLOYMENT INS WORKERS, COMP INS RET ELECTED OFF /JUDGE RETIREMENT PLAN FICA TAX BASIC LIFE INSURANCE L.T.D. A.S.R.S. ERE UNEMPLOYMENT INS WORKERS, COMP INS RETIREMENT PLAN \$20,120.55	PCA INDEX GRAN	i	DESCRIPTION OF SERVICES	SUB-08JECT CODE	SUB-DBJECT AMOUNT	GRANT/PHASE AMOUNT	INDEX	PCA
FICA TAX BASIC LIFE INSURANCE L'I.D. A S.R.S. ERE UNEMPLOYMENT INS WORKERS' COMP INS RETIREMENT PLAN \$20,120.55	10000	RECLUBI	SIC LIFE INSURANCE T.D. (NON A.S.R.S.) T.O. A.S.R.S. ERE EMPLOYMENT INS RKERS. COMP INS TI ELECTED DEF / JUDGE	1110 1110 1110 1110 1110 1110	\$12,590.20 \$91.54 \$147.50 \$300.20 \$365.67 \$1,045.48	0 0	a a a a	
\$20,120.55 \$20,120.55	10000 10000	R KULL R KUNNA		6 111 6 114 6 116 6 117 6 119	\$211.45 \$1.84 \$9.95 \$6.92 \$5.81 \$64.94	\$300.91	\$300.91	\$20,120.55
	TOTAL FUND AMOUN TOTAL AGENCY AMO							

Field Descriptions:

PCA The *Program Cost Account* is used to infer the program structure. Index Identifies certain accounting elements in AFIS. Is used to infer

the

organizational structure.

Grant Ph The grant number and phase.

Description of Serv. The title of the Sub-Object code.

Sub-Object Code The Sub-Object code.

Sub-Object Amount The total amount of the Sub-Object that was entered into the

payroll system.

Grant/Ph Amount The total amount of the grant and phase.

Index Amount The total amount for the index. PCA Amount The total amount for the PCA.

AFIS REFERENCE GUIDE	CHAPTER VII	SECTION 2	PAGE D-77	DATE 04/04/01
SUBJECT: RECONCILIATION: PAYROLL				

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